Missouri Department of Elementary and Secondary Education
District Technology Plan Review/Approval

Following is the request form and scoring guide used to review new district technology plans. To request approval review, complete the top portion of this form, and email it as an attachment along with the district's technology plan. The email should include two attachments: the cover sheet of this form (with the top section completed by the district) and the district's new plan to be approved. Attachments should be saved in rich text format (RFT). Attachments should be named using the district's six-digit county district code (no hyphen or space), the attachment type (cover or tech plan) and year (06) – examples: 001001cover06 and 001001techplan06. The tech plan document should include footer with this same information (e.g., 001001techplan06) and page numbers. Send the email to Instructional Technology at webreplyimprtechplans@dese.mo.gov. For additional information and assistance, contact Instructional Technology staff at 573-751-8247, instrtech@dese.mo.gov, or visit the technology planning website at http://dese.mo.gov/divimprove/instrtech/techplan/gettingstarted.htm.

REQUEST FOR TECHNOLOGY PLAN REVIEW – To be completed by district contact   **Submission Date: _____**

District Name: _____ County/District Code: _____-_____ Date of Local Board Approval:

District Address: _____   Contact Person:

Telephone: Fax: Email Address:

District Enrollment: Date Previous Tech Plan Approved by Board: Date Last CSIP Approved by Board:

SCORING INFORMATION – To be completed by the reviewer

Total score:	Reader number:	Review date:	Exemplary plan overall: ☐ Yes ☐ No

STATE APPROVAL – To be completed by the Department *(See scoring notes below)*

1. Approved for E-rate: ☐ Yes ☐ No	Date:	
2. Approved for Title II.D: ☐ Yes ☐ No	Approval date:	Expiration date:

1. *For a district technology plan to receive state approval for the E-rate discount program, the plan must receive a total of at least 60 points.*
2. *To meet Title II.D program standards and updated Missouri Education Technology Strategic Plan goals, a district technology plan must score at least 75 points, with no score point below three (3).*

Missouri Department of Elementary and Secondary Education
Technology Plan Scoring Guide

INTRODUCTION: Orient the reviewer to the district by providing a brief description of the district in terms of its size/enrollment, geographic location, socioeconomic setting, community resources, and such. Include date of last Missouri School Improvement Program (MSIP) review and most recently approved Comprehensive School Improvement Plan (CSIP). Include an overview of the technology plan's format. **[Note that new or substantially revised plans submitted for approval must describe the implementation and review of the previously approved plan and its impact on the development of the current plan. This could be addressed by a single overview of the process and finding – in this section of the plan – or in each of the sections indicated in the scoring guide.]**

TECHNOLOGY PLANNING COMMITTEE: Detail the work of the district's technology committee during the last three years, since approval of the previous plan. [Membership of the committee should be <u>representative</u> of students, teachers, administrators, technical support staff, parents, and community/business leaders. Representation should be <u>equitable</u>, and <u>appropriate</u> to address the five Technology Focus Areas (TFAs):
1) Student learning as it relates to the Show-Me Standards, including technology literacy, 2) Teacher preparation and delivery of instruction,
3) Administration/data management/communication processes, 4) Resource distribution and use, and 5) Technical support.]

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Committee list is missing or inadequate to determine representation.
 	
See note *.
	Committee list:
	  ❑ identifies membership groups
	  ❑ includes most membership groups
	  ❑ is appropriate in size
	Committee:
	  ❑ reviewed previous technology plan's activities, outcomes, and overall progress
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	Committee list:
	  ❑ has equitable representation
	  ❑ provides TFA links
	Committee:
	  ❑ conducted detailed and comprehensive review of previous technology plan's activities, outcomes, and overall progress	

*Revision Note:

DISTRICT EDUCATION TECHNOLOGY MISSION STATEMENT: Provide the district's current mission statement (and the vision statement, if applicable) with regards to education technology. If updated/revised, describe how and why. Describe how existing or new statement(s) aligns with the district's other existing mission statements and addresses the <u>impact of technology on the district's teaching and learning goals</u> as addressed in the district's Comprehensive School Improvement Plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score
Technology mission statement is missing or inadequate to determine technology focus of the district. See note*.	Technology mission statement:: ❑ focuses on integration and student achievement ❑ reflects current district mission statement ❑ reflects current district CSIP goals **Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)** Technology mission statement:: ❑ directs implementation of TFAs ❑ demonstrates a clear connection between education technology distribution (access) and use	

*Revision Note:

CURRENT STATUS – COMPILING RAW DATA: List and briefly describe the <u>comprehensive and appropriate data</u> (sufficient in size and scope) that were used to examine the current status of the five Technology Focus Areas. Indicate how the data helped to identify strengths and weaknesses for each of the TFAs and guide the development of objectives and action plans. Describe how and why the content and/or the process for compiling and analyzing data has/have changed in the past three years.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score
Data are missing, inadequate, or not current to address: ❑ student learning as it relates to the Show-Me Standards ❑ teacher preparation and delivery of instruction ❑ resource distribution and use See note *.	Data sources address/include: ❑ standardized assessments (MAP, ITBS, etc.) ❑ local performance assessments (pre/post-tests, scoring guides/rubrics, checklists, observations, etc.) ❑ surveys and records (COT, TAGLIT, Profiler, teacher/administrator/staff/student needs assessments, service records, satisfaction surveys, etc.) ❑ policies/procedures (equity, copyright, AUP, licensing, CIPA, filtering, web, computer donations, security, etc.) ❑ curriculum standards, including technology ❑ technology budget ❑ current status ❑ **multiple years of data (three or more years)** **Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)** Data sources address/include: ❑ student, teacher, and administrator standards (Show-Me Standards, local curriculum/technology, NETS, etc.) ❑ professional development data, trainer evaluations, training outcomes, etc. ❑ administrative networking tools (fiscal management, purchasing and budget management systems, etc.) ❑ data management tools (student information systems, grade books, attendance, etc.) ❑ communication tools (e-mail, Internet, Intranet, etc.) ❑ total cost of ownership (TCO)	

*Revision Note:

GOAL(S): List and briefly describe the goal(s) that provide <u>direction for the district's use of education technologies to improve, first and foremost, teaching and learning</u>. Describe the progress/status of the previous plan's goals and any changes made to the goals for the new plan to be approved. [Goals are broad statements of the purpose of the plan and are linked to comprehensive improvement plans. Goals should address all five of the TFAs. It is possible for a goal to cover multiple TFAs.]

Needs Revision (1-2 points) Goal(s) are missing or inadequate to determine the direction of the plan. See note*.	**Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)** Goal(s) address: ❑ district mission statement and CSIP goals ❑ student learning ❑ teacher preparation and delivery of instruction ❑ Title II.D Program goals (technology integration and 8th grade tech literacy) ❑ progress and status of previous plan's goals **Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)** Goal(s) address identified needs/weaknesses related to each TFA ❑ student learning ❑ teacher preparation and delivery of instruction ❑ administration/data management/communication processes ❑ resource distribution and use ❑ technical support Goal(s) address: ❑ state education technology plan goals and objectives	Score

*Revision Note:

TFA 1: STUDENT LEARNING -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS
Student Data Analysis: Identify and briefly describe the <u>appropriate data and information</u> that were used and <u>list the strengths and weaknesses</u> of student learning (as it relates to the Show-Me Standards, including technology literacy). Note any changes in the measures and measurements used during the past three years and for development of the new plan.

Needs Revision (1-2 points) Strengths and weaknesses for student learning (as it relates to the Show-Me Standards and technology) are missing or inadequate or not based on current data. See note *.	**Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)**
	❑ Valid, reliable, and current sources were analyzed to identify and list strengths and weaknesses.
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate to:
	  o student learning as it relates to the Show-Me Standards and technology
	  o Title II.D Program goal for students to be technologically literate by the end of their 8th-grade
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate to:
	  o CSIP and MSIP goals/standards and state education technology plan goals and objectives
	  o curriculum, teacher preparation and delivery of instruction
	  o resource distribution (access) and use
	  o technical support
	  o policies and procedures
		Score

*Revision Note:

Student Learning Objectives: Describe the student learning objectives detailed in the previous plan and note the progress made during the past three years. Identify the <u>objectives (milestones/measures of accomplishments</u>) that address student learning and support the goal(s) of the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Objectives are missing or are inadequate to measure student learning or not based on current data.
 	
See note*.
	Objectives:
	❑ show changes/growth from previous plan
	❑ relate to stated goal(s)
	❑ address
	    o what progress is expected
	    o how the progress will be measured
	❑ are attainable and realistic
	❑ will benefit student learning
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	Objectives address:
	❑ weaknesses identified in Student Data Analysis section
	❑ various learner needs	

*Revision Note:

Student Learning Plans: Detail the <u>action plans and implementation strategies</u> that indicate technology's role in achieving high student achievement and performance (related to the Show-Me Standards, including technology literacy). Describe the progress/status of previous action plans and note changes and/or additional actions to be taken under the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score
Action Plan is missing or inadequate or not based on current data to determine the effect of technology on student learning. See note*.	Action Plan details: ❑ status/progress of previous action plan ❑ objective ❑ action step/activity ❑ timeline/completion date **Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)** Action Plan details: ❑ goal ❑ estimated cost/budget ❑ funding source ❑ alignment with CSIP and MSIP goals/standards and state education technology plan goals and objectives ❑ person responsible ❑ review dates ❑ benchmarks ❑ correction strategies	

*Revision Note:

TFA 2: TEACHER PREPARATION -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS

Teacher Data Analysis: Identify and briefly describe the appropriate data and information that were used and list the strengths and weaknesses of teacher preparation and delivery of instruction. Note any changes in the measures and measurements used during the past three years and for development of the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Strengths and weaknesses for teacher preparation (as it relates to technology) are missing or inadequate or not based on current data.
 	
See note*.
	❑ Valid, reliable, and current sources were analyzed to identify and list strengths and weaknesses.
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate to:
	   o teacher preparation and delivery of instruction
	   o Title II.D Program goal for technology to be integrated into core curriculum
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate to:
	   o student learning, including technology literacy
	   o resource access and use
	   o technical support
	   o policies and procedures
	   o CSIP and MSIP goals/standards and state education technology plan goals and objectives	

*Revision Note:

Teacher Objectives: Describe the teacher objectives detailed in the previous plan and note the progress made during the past three years. Identify the objectives (milestones/measures of accomplishments) that address teacher professional development and support the goal(s) of the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Objectives are missing or inadequate or not based on current data to measure teacher preparation and delivery of instruction.
 	
See note*.
	Objectives:
	❑ show change/growth from previous plan
	❑ relate to stated goal(s)
	❑ address
	   o what progress is expected
	   o how the progress will be measured
	❑ are attainable and realistic
	❑ will benefit teacher preparation and delivery of instruction
	❑ correspond to the planned timeline
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	Objectives address:
	❑ weaknesses identified in Teacher Data Analysis section
	❑ various and multiple teacher needs (disciplines, grade levels, technology integration, uses of resources, etc.)	

*Revision Note:

Teacher Preparation Plans: Detail the <u>action plans and implementation strategies</u> that promote preparing teachers to integrate technology into curriculum and instructional practices. Describe the progress/status of previous action plans and note changes and/or additional actions to be taken under the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score
Action Plan is missing or inadequate or not based on current data to determine the effect of technology on teacher preparation and delivery of instruction. See note*.	Action Plan details: ❑ status/progress of previous action plan ❑ objective ❑ action step/activity ❑ timeline/completion date ❑ estimated cost/budget ❑ funding source **Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)** Action Plan details: ❑ goal ❑ alignment with CSIP and MSIP goals/standards and state education technology plan goals and objectives ❑ person responsible ❑ review dates ❑ benchmarks ❑ correction strategies	

*Revision Note:

TFA 3: ADMINISTRATION -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS
Administration, Management and Communications Data Analysis: Identify and briefly describe the <u>appropriate data and information</u> that were used and <u>list the strengths and weaknesses</u> of the district's use of technology to support administration, data management, and communication processes. Note any changes in the measures and measurements used during the past three years and for development of the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Strengths and weaknesses for administration/data management/ communication processes are missing or inadequate or not based on current data.
 	
See note*.
	❑ Valid, reliable, and current sources were analyzed to identify and list strengths and weaknesses.
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate
	   ○ administration/data management/ communication processes
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate to:
	   ○ student learning
	   ○ teacher preparation and delivery of instruction
	   ○ resource access and use
	   ○ policies and procedures
	   ○ CSIP and MSIP goals/standards and state education technology plan goals and objectives	

*Revision Note:

Administration, Management and Communications Objectives: Describe the administration, management, and communications objectives detailed in the previous plan and note the progress made during the past three years. Identify the <u>objectives (milestones/measures of accomplishments)</u> that address the district's use of technology to support school administration, data management, and communications and support the goal(s) of the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Objectives are missing or inadequate or not based on current data to measure the administration/data management /communication processes.
 	
See note*.
	Objectives:
	❑ show change/growth from previous plan
	❑ relate to stated goal(s)
	❑ address
	   o what progress is expected
	   o how the progress will be measured
	❑ are attainable and realistic
	❑ will benefit administration/data management/communication processes
	❑ correspond to the planned timeline
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	Objectives address:
	❑ weaknesses identified in Administration, Management and Communication Data Analysis section
	❑ various management needs (fiscal, attendance, etc.)	

*Revision Note:

Administration, Management and Communications Plans: Detail the <u>action plans and implementation</u> strategies that indicate technology's role in improving the district's administration, data management, and communication processes. Describe the progress/status of previous action plans and note changes and/or additional actions to be taken under the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score
Action Plan is missing or inadequate or not based on current data to determine the effect of technology on administration/data management/ communication processes. See note*.	Action Plan details: ❑ status/growth of previous action plan ❑ objective ❑ action step/activity ❑ timeline/completion date ❑ estimated cost/budget ❑ funding source **Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)** Action Plan details: ❑ goal ❑ alignment with CSIP and MSIP and state education technology plan goals and objectives ❑ person(s) responsible ❑ review dates ❑ benchmarks ❑ correction strategies	

*Revision Note:

TFA 4: RESOURCE -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS

Resource Data Analysis: Identify and briefly describe the <u>appropriate data and information</u> that were used and <u>list the strengths and weaknesses</u> of the district's access to and use of technology resources. Note any changes in the measures and measurements used during the past three years and for development of the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Strengths and weaknesses for resource distribution and use (as it relates to technology) are missing or inadequate or not based on current data.
 	
See note*.
	❑ Valid, reliable, and current sources were analyzed to identify and list strengths and weaknesses.
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate to:
	  o resource distribution and use
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate to:
	  o technical support
	  o student learning
	  o teacher preparation and delivery of instruction
	  o administration/data management/communication
	  o policies and procedures
	  o CSIP and MSIP goals/standards and state education technology plan goals and objectives	

*Revision Note:

Resource Objectives: Describe the resource objectives detailed in the previous plan and note the progress made during the past three years. <u>Identify the objectives (milestones/measures of accomplishments)</u> that address technology resource distribution and use and support the goal(s) of the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Objectives are missing or inadequate or not based on current data to measure resource distribution and use.
 	
See note*.
	Objectives:
	❑ show change/growth from previous plan
	❑ relate to stated goal(s)
	❑ address
	  o what progress is expected
	  o how the progress will be measured
	❑ are attainable and realistic
	❑ will benefit resource distribution and use
	❑ correspond to the planned timeline
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	Objectives address:
	❑ student to computer ratio
	❑ weaknesses identified in Resource Data Analysis section
	❑ various resource distribution and use needs (equity, standards, surveys, maintenance, repair, etc.)	

*Revision Note:

Resource Plans: Detail the <u>action plans and implementation strategies</u> that support adequate and equitable distribution and use of the district's technology resources. Describe the progress/status of previous action plans and note changes and/or additional actions to be taken under the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score
Action Plan is missing or inadequate to or not based on current data determine the effect of resource distribution and use. See note*.	Action Plan details: ❑ status/progress of previous action plan ❑ objective ❑ action step/activity ❑ timeline/completion date ❑ estimated cost/budget ❑ funding source **Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)** Action Plan details: ❑ goal ❑ alignment with CSIP and MSIP goals/standards and state education technology plan goals and objectives ❑ person responsible ❑ review dates ❑ benchmarks ❑ correction strategies	

*Revision Note:

FTA 5: TECHNICAL SUPPORT -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS

Technical Support Data Analysis: Identify and briefly describe the <u>appropriate data and information</u> that were used and <u>list the strengths and weaknesses</u> of the district's support of its technology resources. Note any changes in the measures and measurements used during the past three years and for development of the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Strengths and weaknesses for technical support (as it relates to technology) are missing or inadequate or not based on current data.
 	
See note*.
	❑ Valid, reliable, and current sources were analyzed to identify and list strengths and weaknesses.
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate to:
	   o technical support
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	❑ Strengths and weaknesses have been identified at the district and building levels as they relate to:
	   o resource access and use
	   o student learning
	   o teacher preparation and delivery of instruction
	   o administration/data management/communication
	   o policies and procedures
	   o CSIP and MSIP goals/standards and state education technology plan goals and objectives	

*Revision Note:

Technical Support Objectives: Describe the technical support objectives detailed in the previous plan and note the progress made during the past three years. Identify the objectives (milestones/measures of accomplishments) that address technical support and support the goal(s) of the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score

Objectives are missing or inadequate or not based on current data to measure technical support.
 	
See note*.
	Objectives:
	❑ show change/growth from previous plan
	❑ relate to stated goal(s)
	❑ address
	   o what progress is expected
	   o how the progress will be measured
	❑ are attainable and realistic
	❑ will benefit technical support
	❑ correspond to the planned timeline
	
	Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)
	Objectives address:
	❑ ratio of technical staff to number of computers
	❑ weaknesses identified in Technical Support Data Analysis section
	❑ various technical support needs (e.g., maintenance, repair, number of workstations, FTE, service records, etc.)	

*Revision Note:

Technical Support Plans: Detail the action plans and implementation strategies that promote adequate and equitable technical support goal(s) and objectives. Describe the progress/status of previous action plans and note changes and/or additional actions to be taken under the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score
Action Plan is missing or inadequate or not based on current data to determine the effect of technical support. See note*.	Action Plan details: ❑ status/progress of previous action plan ❑ objective ❑ action step/activity ❑ timeline/completion date ❑ estimated cost/budget ❑ funding source **Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)** Action Plan details: ❑ goal ❑ alignment with CSIP and MSIP and goals/standards and state education technology plan goals and objectives ❑ person responsible ❑ review dates ❑ benchmarks ❑ correction strategies	

*Revision Note:

COMMUNICATION / DISSEMINATION, MONITORING, AND EVALUATION: Describe actions taken during the past three years with regards to the previous plan's ongoing <u>communication / dissemination, monitoring, and evaluation</u>. Note successful strategies the district used the past three years in communicating the goals and progress toward meeting the goals of the previous plan with community representatives and key stakeholders. Note successful strategies the district used in monitoring the plan's progress and evaluating the plan's effectiveness. Detail the dissemination, monitoring, and evaluation plans for the new plan.

Needs Revision (1-2 points)	Adequate/Required (3-4 points – all Adequate boxes are required for 4 points)	Score
The strategies to communicate / disseminate, monitor, and evaluate are missing or inadequate or not based on current data to determine the plan's effectiveness. See note*.	Plan includes strategies for: ❑ Communication / Dissemination 　o report progress 　o inform all stakeholders and policy makers (board members, legislators, civic leaders, staff, community, parents, etc.) ❑ Monitoring 　o timely 　o ongoing ❑ Evaluation 　o timely 　o appropriate assessment tools **Commendable (5 points – all Adequate boxes plus majority of Commendable boxes are necessary for 5 points)** Plan includes strategies for: ❑ Communication / Dissemination 　o make extensive or innovative use of technology to inform and communicate with stakeholders and policy makers ❑ Monitoring 　o analytical and extensive ❑ Evaluation 　o ongoing and extensive	

*Revision Note: